TO: _________________________
FROM: Distance Education Program
SUBJECT: Exam Proctoring
DATE: _________________________

Thank you for your willingness to serve as proctor for Inter American University Metro Campus. The support of people like you is essential to the successful completion of our students' academic goals.

As a proctor, you may receive:
- Print materials sent by mail
- Faxed print materials
- A password to access a computerized test

Instructions related to textbook use, calculators, etc. will also be sent.

General Instructions:
1. Before being permitted to sit for the examination, the student must present a recent photo ID such as a driver’s license.
2. Generally, no student is allowed to leave the room during the examination. If the student must go to the restroom during the examination, please make sure that all exam materials, book, and notebooks (as applies) remain in the exam room.
3. You must monitor the student during the examination.

Instructions for Online Exams
1. You will receive the password for the exam by e-mail.
2. The student will enter his/her user name and password for Blackboard.
3. The name at the top of the screen (My Blackboard) should be the same as that of the photo ID.
4. The student will access the appropriate exam.
5. The proctor will enter the password in the indicated blank.
6. If you observe cheating, the proctor will halt the student, close all programs and notify of the situation.

I have read and I fully understand the above instructions. I verify and guarantee the security of this examination.

Proctor’s Name ________________________________________ E-mail ________________________________
Signature ________________________________________ Phone ________________________________